

# MT SWIB

STATE WORKFORCE INNOVATION BOARD

## AGENDA ACTION REPORT

**MEETING** September 6, 2016 WIOA Committee

**ITEM** One-Stop Certification

**ACTION REQUESTED** Action Item

**PRESENTED BY** Shannon Lewis, SWIB Program Manager

**INFORMATION** WIOA Part 678 outlines the roles, responsibilities, and establishment of One-Stop systems. WIOA's One-Stop requirements place a greater emphasis on partnerships and strategies necessary to provide services to its customers. In addition, WIOA requires that states use a competitive process to designate a One-Stop Operator for its systems. In order to achieve compliance within the state of Montana, the SWIB will take action on a competitive process in order to select a One-Stop Operator for the State of Montana.

**MOTION** Motion to approve the One-Stop Operator competitive process.

**SYNOPSIS** The WIOA Committee will review, comment on, and approve the proposed competitive process designed to comply with WIOA § 678.605.

§ 678.605 How is the One-Stop Operator Selected?

- a) Consistent with paragraphs (b) and (c) of this section, the Local WDB must select the one-stop operator through a competitive process, as required by sec. 121(d)(2)(A) of WIOA, at least once every 4 years. A state may require, or a Local WDB may choose to implement, a competitive selection process more than once every 4 years.
- b) In instances in which a State is conducting the competitive process described in paragraph (a) of this section, the State must follow the same policies and procedures it uses for procurement with non-Federal funds.
- c) All other non-Federal entities, including subrecipients of a State (such as local areas), must use a competitive

process based on local procurement policies and procedures and the principles of competitive procurement in the Uniform Guidance set out at 2 CFR 200.320(f) will be read as “sole source procurement” for the purposes of implementing this section.

- d) Entities must prepare written documentation explaining the determination concerning the nature of the competitive process to be followed in selecting a one-stop operator.

As the State of Montana is a single-area state, and because Montana’s WIOA funding is distributed through MACo District, there is no money associated with being a designated one-stop operator. Because our one-stop operators do not receive funds, the State of Montana does not need to proceed through a formal RFP process, rather we may follow ARM 2.5.603(1).

#### **ARM 2.5.603: SMAL PURCHASES OR LIMITED SOLICITATIONS OF SUPPLIES AND SERVICES**

- (1) The division or state agency may procure supplies or services when the total contract value will be \$5,000 or less using a purchase technique that best meets the agency’s needs, including the use of electronic online auctions.

Last, because Montana is a single-area state that operates under a single WDB, rather than local WDB’s, it is seeking a one-stop operator with a statewide presence that meets the one-stop operator criteria as designated under WIOA.

#### **Process and Timeline:**

- |             |  |
|-------------|--|
| 9/6/2016    | WIOA Committee Review and Approval   |
| 9/20/2016   | SWIB Review and Approval   |
| 10/3/2016   | Staff encompasses any board and committee edits and begins developing a scoring metric.  |
| 10/10-10/28 | WIOA Committee Reviews and Approves final process and scoring metric   |
| 11/1/2016   | Competitive Process Opens <ul style="list-style-type: none"><li>• SWIB Staff will work with DOL Communications Director on a</li></ul> |

press release going to the following:

- SWIB Interested Persons List
- DOL Interested Persons List
- Department of Administration Interested Persons List
- SWIB Staff will post online at the following websites:
  - SWIB Website
  - Department of Administration Procurement Website
  - Department of Labor main page

1/3/2017 Applications are due

1/9/2017 WIOA Committee will meet and score  
(week of) applications.

Late Full SWIB Board Meeting. Approval of  
January the one-stop operator will be approved  
2017 by the full SWIB.

2/1/2017 Award announcement

#### **ATTACHMENTS**

##### **One-Stop Application**

- Addendum A-Services and Partnerships
- Addendum B-Business Services
- Addendum C-Facilities
- Addendum D-Community Management Teams